

**STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES
APRIL 2003**

DATE: May 7, 2003

TO: All Civil Service/Exempt Departments

FROM: State Controller's Office
Don Ward, Manager
Personnel/Payroll Operations
(916) 322-8805

RE: PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES

This recaps the April 10, 2003 Personnel/Payroll Review Committee (PPRC) meeting and provides information for the May 8, 2003 meeting.

We would like to thank those department representatives that participated in the April meeting for their time and effort. There were 44 representatives from 30 departments that participated in this meeting.

Personnel/Payroll Review Committee
April 10, 2003 Meeting Notes

The meeting was called to order at 1:30 by Don Ward.

Departments represented:

Air Resources Board, Board of Equalization, CHP, CA Integrated Waste Management, CalPERS, CA Student Aid Commission, Community Services and Development, Corporations, Developmental Services, EDD, Energy Commission, Financial Institutions, Food and Agriculture, Forestry and Fire Protection, Franchise Tax Board, General Services, Health Services, Legislative Counsel Bureau, Motor Vehicles, Parks and Recreation, Rehabilitation, Secretary of State, State Controller's Office, State Personnel Board, Toxic Substances Control, Transportation, Treasurer's Office, Water Resources, Water Resources Control Board, Youth Authority.

Old Business:

None

New Business:

Agenda Items
Distribute Handout Materials
Approve Prior Meeting Notes
Guest Speakers
SCO Update
Department Issues/Concerns

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Confirm Next Meeting Agenda, Time and Place

Discussion:

Approved March 2003 meeting notes.

Guest Speaker:

Don Scheppmann, Chief, Special Projects Bureau (PPSD) made a presentation on the 21st Century Project. This project, to replace the State's Human Resources/Payroll systems, was originally in the procurement phase in 2001. However, due to funding problems with the State, the procurement was cancelled.

The SCO currently has approval to move forward with a new procurement. The timetable calls for an RFP to be issued after the FY 03/04 budget is signed. Discussions are occurring with DGS whether one RFP will be issued for the project, or there will be a separate procurement for the software and the integrator consulting firm. Regardless of the outcome of those discussions, the intent is to select vendors to work with the State to develop a new Human Resources Management System, including:

Personnel
Payroll
Employee Self Service
Position Management
Time & Attendance
Leave Accounting
Management Reporting

Staff in PPSD are currently finalizing the business requirements, and request that agencies wanting to be involved in the review of the requirements contact Don, at DScheppmann@sco.ca.gov. A letter will also be issued later to departments asking if they are interested in participating in the review process.

The timetable for the 21st Century Project is to begin the development of Employment/Payroll/Employee Self Service in January 2005, with a 12 month roll out beginning in July 2006. Position Management will be rolled out beginning in December 2006, and Time & Attendance/Leave Accounting in December 2007. These timeframes are contingent on the budget being signed and DGS approving the procurement plan.

The SCO would like to encourage any department wanting to participate on this project to contact Don Scheppmann.

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Question: What is Employee Self Service?

Answer: There will be several tasks the employees can perform for themselves with out having to come to the personnel office, i.e., tax withholding changes, benefit enrollment, Direct Deposit changes, etc. We know that there are business practices that we will need to look at before we implement this feature.

SCO Update:

Probable Vacant Report: The Probable Vacant Position report was mailed to departments on April 7th.

Final Abolished Position Report: This year, the Final Abolished Position report will be mailed separate from Schedule 8. The report will be generated June 30th and mailed by July 3, 2003.

Cutoff for Garnishments: Please be sure to get any faxed Garnishment documents in before noon on cutoff. One attendee commented that they have difficulty getting faxes in by noon due to the line being busy. This is the reason that we ask you to send these documents to us on a flow during the month and not wait until cutoff to submit them for the current month.

PPRC Notes: Based on suggestions from several departments, we will be placing the PPRC notes on the SCO web site. As soon as this is completed, we will let you know.

HBD 12 Documents: We are changing the way we process Flex packages with an HBD 12 attached. We will not process the Flex document until we have forwarded the HBD 12 to CalPERS and it is shown on ACES. As such, it is imperative that all departments meet the 10th of the month cutoff, or the employee will lose one month of Flex Cash. You should key the HBD 12 to ACES, and send the Flex document to SCO with a notation that the HBD 12 was keyed to ACES. This will speed up the processing of the Flex document.

674s for FMLA: When requesting an A/R for benefit deductions due to FMLA, the document must show the pay period, the deductions and the party codes to be taken.

Voided Separations: When a separation is voided, you must submit a 674 to re-establish the deductions. See PPM Section H011.

QUESTIONS/ANSWERS:

Question: Can we key the HBD 12's if our employee's spouse works for another department and the coverage cash option is switching?

Answer: The HBD 12's may be keyed by the departments as long as the HBD 12 deleting the covered employee is keyed before the

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HBD 12 adds the spouse. If both departments key the HBD 12's on the same day there is a 50/50 chance the new enrollment will error out.

Question: What is the waiting period for enrolling in dental if the employee previously took flex cash?

Answer: The employee cannot cancel dental cash and enroll in Delta using the 24 month waiting period. For enrolling in Delta, the employee must satisfy the 3 year rule, per DPA.

Question: What is the procedure to fax documents for processing?

Answer: PPM Section A014 identifies the acceptable documents that can be faxed to our office and the respective fax numbers. However, if you have a pressing need to get something to us immediately, please contact the unit supervisor and get prior approval. When submitting documents to the Disability Units for processing do not send both an original and a fax copy. This may result in duplicate processing. For green cycle disability processing, call us rather than send in either an inquiry or a fax.

Question: How can we get a replacement for a lost, stolen, destroyed or never received savings bond?

Answer: The employee must send us a letter, including: their name ssn, current mailing address, phone number, dates of bonds, an authorized signature and an explanation of what occurred. SCO will fill out the necessary forms to have the bonds replaced. The letter should be mailed to:

State Controller's Office
Personnel/Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878
ATTN: Bond Unit

Question: We have a problem with our 607 packages being taken apart and worked out of order. How can we resolve this?

Answer: We have instructed our mail unit not to take packages apart. Many times packages arrive from departments already taken apart. This may happen at the departments before the documents leave there. Be sure that you are submitting packages sorted to the correct unit and in order. This will reduce the likelihood of packages being separated.

Question: How can we reduce the number of STD 672 copies we receive from two to a single copy?

Answer: Call Dana Knedel, CLAS Unit at (916) 324-3025.

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Question: How can we resolve our problems with not receiving the A/R half slips?

Answer: Please contact Dorothy Cottrill, Operation Manager Division of Disbursements at (916) 445-2568 if you have continuing problems with not receiving these.

Question: We have an employee who just went out on a Military Leave. He was working on his down time and now we find out that he should be paid overtime. Can we key this or must it be sent to SCO for keying?

Answer: Employees who are off payroll status due to Military Leave cannot work in their Civil Service position. You must discontinue this activity as there is no way to compensate these employees through the payroll system.

Closing:

The meeting was adjourned at 3:20 PM.

The PPRC encourages attendance by department representatives interested in improving the efficiency of personnel/payroll administration. However, if you are unable to attend these meetings and you have an issue or question you would like the committee to address, please contact Don Ward with pertinent information.

Next Meeting:

The next meeting is Thursday, May 8, 2003 from 1:30 to 3:30 at:

State Controller's Office
300 Capitol Mall, 6th Floor, Room 635
Sacramento, CA 95814

Listed below are the PPRC meeting dates for the 2003 calendar year. All meetings are from 1:30 to 3:30 at the above location:

June 12, 2003
July 10, 2003
August 14, 2003
September 11, 2003
October 9, 2003
November 13, 2003
December 11, 2003

Should you have any questions regarding the PPRC meetings or have additional input, please contact Don Ward at (916) 322-8805 or via email at dward@sco.ca.gov.